

## OFFICIALS

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**Colleen A. Keehn**  
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**Leonard T. Sabuda**  
**Lawrence S. Stec**

**NATALIE RANKINE**  
**DIRECTOR**  
**DOWNTOWN DEVELOPMENT AUTHORITY**

**Meeting Minutes**  
**August 9<sup>th</sup> 2011 \* 5:30 pm**  
**3131 Biddle Avenue Wyandotte, MI. 48192**

- 1.) **MEMBERS PRESENT:** Mayor Peterson, Dr. Van DeHey, Norm Walker, Greg Gilbert, Patt Slack, Gilbert Rose
- 2.) **MEMBERS EXCUSED:** Art Chiparo, Leo Stevenson, Gerry Lucas
- 3.) **OTHERS PRESENT:** Natalie Rankine, Heather Thiede, Jay Steffensky, Diane Woodruff

#### **4.) PRESENTATIONS:**

N. Rankine introduced Mr. Brian Melvin to the board; she stated that he would be the artist that would paint a mural downtown that would be partially funded by the Dotte Arts Project. N. Rankine reviewed potential locations for the mural with the committee. Brian gave a bit of background of his past work and passed out ideas for the piece. The committee discussed. The project is projected to cost around \$1,000 or less for supplies. Mayor Peterson suggested the side of City Hall for the location of the mural. The committee discussed. P. Slack stated that she would like N. Rankine to continue to gather more information about the project and bring it to the next meeting.

#### **5.) APPROVAL OF AGENDA:**

**Motion by G. Rose, supported by Mayor Peterson to approve of the August 9<sup>th</sup> agenda with the additions of items 10. D and E. All in favor, motion carried.**

#### **6.) APPROVAL OF MINUTES:**

**Motion by Mayor Peterson, supported by G. Rose to approve the meeting minutes from July 26<sup>th</sup> 2011. All in favor, motion carried.**

#### **7.) INFORMATION TO RECEIVE AND PLACE ON FILE:**

- a. DDA Finance Committee Minutes

#### **8.) MONTHLY REVENUE AND EXPENDITURE REPORT:**

N. Rankine stated that there will need to be a few budget amendments in the future, one being the downtown flower box employee monies. She stated there is a \$2,000 shortfall in the account that will need to be rectified. Mayor Peterson asked why there will be more budget amendments to the DDA budget. N. Rankine stated that

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these issues occurred before she was appointed director of the DDA. She also stated that she will bring all budget amendments to the board meeting next month.

### 9.) ON GOING PROJECTS AND BUSINESS:

#### a. Wyandotte Farmers Market:

N. Rankine stated that the apple will be on site next Thursday, she updated the board on the future happens at the market. The committee discussed the idea of having the market on a Saturday instead of Thursday and also having the market on both days of the week. She will report to the board findings of this research next month.

#### b. Building and Business Inventory:

N. Rankine stated that the listing is currently being worked on and will be completed shortly.

#### c. Marketing Plan:

N. Rankine stated that she would like to have a subcommittee meeting with the Marketing committee to discuss the current DDA Marketing Plan to review and update it.

#### d. Welcome Folder:

N. Rankine stated that she is currently gathering information for the folder and will be working on it in the future.

### 10.) NEW BUSINESS:

#### a. 2012 Budget:

N. Rankine stated that she will be presenting the budget to City Council in the coming weeks.

#### b. Business Assistance Grants:

N. Rankine explained the grant process and that the DDA needs to make it more of a competitive grant process. The committee discussed. The group decided that landscaping and moving will be allowed in the grant process. G. Rose stated that if a business has already received a grant that they should then move to the back of the line if they are applying for a second grant. The committee agreed.

#### c. Downtown Tress:

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N. Rankine stated that some of the trees in the Chase Bank lot are diseased; she stated that Floral City will be coming to look at the trees to diagnose them. If these trees do in fact have a disease then they will need to be taken care of before it spreads to the rest of the downtown trees. The committee discussed. N. Rankine stated taking care of this issue is priority for the board. P. Slack would like an update after the company reviews the trees and then will move forward.

**Motion by P. Slack, supported by G. Rose to take \$300 from the miscellaneous account to pay for Floral City to diagnose the Chase Bank trees. Roll Call, all in favor. Motion carried.**

d. Viaduct:

G. Rose stated that he is very supportive of this project but asked for receipts for the project. N. Rankine stated that the management of the project has just turned over and there were not a lot of files, similar to the same situation with the past DDA Director. The committee discussed.

**Motion by Mayor Peterson, supported by G. Rose to approve of the payment for the viaduct project. Roll call, all in favor. Motion carried.**

e. Printer:

N. Rankine explained that her printer has failed and that she will need to purchase a new one for her office. She stated that she plans on selling the old ink for the machine online; she also stated that the cost of a new printer that will be of the same quality of the old will be around \$800.

**Motion by G. Rose, supported by P. Slack to pay for a new printer out of the misc. account to not exceed \$800. Roll call, all in favor. Motion carried.**

**11.) NEXT REGULAR MEETING:** September 13<sup>th</sup> 2011

**12.) ADJOURNMENT:**

**Motion by G. Rose, supported by Mayor Peterson to adjourn at 6:21 pm. All in favor, motion carried.**

Respectfully Submitted, Heather Thiede, Recording Secretary, Special Event Coordinator